



ADMINISTRATION AND  
MANAGEMENT

## OFFICE OF THE SECRETARY OF DEFENSE

1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

MAY 19 2014

### MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: United States Army Science Board - Charter Renewal and Membership Balance Plan Approval

The renewed charter (TAB A) and the membership balance plan (TAB B) for the United States Army Science Board ("the Board") are approved. A copy of the Board's charter will be provided to the Board's Designated Federal Officer (DFO), once the Advisory Committee Management Officer (ACMO) files the charter with the Library of Congress, the Congressional oversight committees, and the General Services Administration.

As part of the charter renewal process, this office, in consultation with the Office of General Counsel of the Department of Defense (OGC DoD), has affirmed that all individuals appointed to the Board, once approved by the Secretary of Defense, shall be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed to serve as RGE members, pursuant to 41 C.F.R. § 102-3.130(a).
- (b) Each member shall be notified, in writing, of the Secretary of Defense's approval decision. In preparing your appointment or renewal of appointment letters, the Board's DFO should consult the ACMO and the OGC DoD, to include the Standards of Conduct Office. At a minimum, the letters shall contain the following:
  - i. Notice that their appointment to serve on the Board is without compensation, with the exception of reimbursement for official Board-related travel and per diem.
  - ii. A statement that they are appointed to serve as SGE or RGE members, as appropriate.
  - iii. An explanation of the difference between serving as SGE and representative members.
  - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

As the Board's DoD Sponsor, you are responsible for:

- (a) Ensuring that the Board's DFO attends all Board and subcommittee meetings for the entire duration of each and every meeting.

- (b) Ensuring that the DFO and the Board fully comply with all governing Federal statutes and regulations, to include DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," and policy decisions by the Secretary of Defense or the Director of Administration and Management.
- (c) Ensuring that all work done by the Board and its subcommittees is based upon written tasks or terms of reference assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:
  - i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
  - ii. Authority for the members of the Board or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
  - iii. A budget limitation under which the Board or its subcommittees must operate.
  - iv. A date by which the Board must submit its written conclusions (advice and recommendations) to the DoD decision maker.
- (d) Providing adequate support to the Board and its subcommittees, and ensuring that the members of the Board and its subcommittees are not unduly or inappropriately influenced by Federal employees or any special interest group.
- (e) Ensuring that all visits to DoD installations or facilities by members of the Board and its subcommittees are done in consultation with the Secretaries of the Military Departments or the Chairman of the Joint Chiefs of Staff, as appropriate.
- (f) Ensuring that all members of the Board and its subcommittees are appointed according to DoD policies and procedures. No member will participate in any work by the Board or its subcommittees until all of the following have been completed: the member completes and submits to DoD all personnel and ethics paperwork required for his or her appointment; the appropriate DoD offices process the individual's personnel and ethics paperwork; and the individual takes the oath of office for his or her appointment.
- (g) Ensuring that all DoD and other Federal Agency documents provided to the Board or its subcommittees are properly marked according to governing statutes, regulations, and DoD policies and procedures.
- (h) Monitoring the implementation status of any recommendation adopted by the DoD, and ensuring that this information is available for future inquiries.

Based on the Secretary of Defense's memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Board's functions and reduce, where appropriate, the Board's operating costs. As the Secretary indicated, we must continually assess our advisory committees to ensure they deliver appropriate value today and in the future as times and requirements change.

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman, at 703-692-5952 or by email at [james.d.freeman4.civ@mail.mil](mailto:james.d.freeman4.civ@mail.mil).

A handwritten signature in black ink, appearing to read 'M. Rhodes', with a stylized flourish at the end.

Michael L. Rhodes  
Director

Attachments:

As stated

cc:

Office of General Counsel of the Department of Defense  
Special Assistant to the Secretary of Defense (White House Liaison)

A



Charter  
United States Army Science Board

1. Committee's Official Designation: The Committee will be known as the United States Army Science Board ("the Board").
2. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Board.
3. Objectives and Scope of Activities: The Board shall provide independent advice and recommendations on matters relating to the Army's scientific, technical, manufacturing, acquisition, logistics, and business management functions, as well as other Department of the Army related matters as determined by the Secretary of the Army, as set out in paragraph four below.
4. Description of Duties: The Board shall provide independent advice and recommendations to the Secretary of Defense; the Deputy Secretary of Defense; the Secretary of the Army; the Under Secretary of the Army and Department of the Army Chief Management Officer; the Assistant Secretary of the Army for Acquisition, Logistics, and Technology; and other Army organizations, as determined by the Secretary of the Army, according to Department of Defense (DoD) policy.

The Board is not established to advise on individual DoD or Department of the Army acquisitions, but instead shall be concerned with the pressing and complex issues facing the Department of the Army in the areas referenced in paragraph three above.

No matter shall be assigned to the Board for its consideration that would require any Board member to participate personally and substantially in any specific acquisition or place him or her in the position of acting as a contracting or procurement official.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Army. The Secretary of the Army, pursuant to Federal and DoD policies and procedures, shall be authorized to act upon the Board's advice and recommendations.
6. Support: The DoD, through the Secretary of the Army, shall provide support, as deemed necessary for the Board's performance of its functions and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$2,600,000.00. The estimated annual personnel costs to the DoD are 5.0 full-time equivalents.

8. Designated Federal Officer: The Board's Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with established DoD policies and procedures.

The Board's DFO is required to be in attendance at all Board and any subcommittees meetings for the entire duration of each and every meeting. However, in the absence of the Board's DFO, a properly approved Alternate DFO, duly appointed to the Board according to established DoD policies and procedures, shall attend the entire duration of all Board and subcommittee meetings.

The DFO, or the Alternate DFO, shall call all Board and subcommittee meetings; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's DFO, in consultation with the Board's Chair. The estimated number of Board meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or designee extends it.
12. Membership and Designation: The Board shall be comprised of no more than 20 members who are eminent authorities in 1 or more of the following disciplines: science, technology, manufacturing, acquisition, logistics, and business management functions, and other matters of special interest to the Department of the Army.

The Board members shall be appointed by the Secretary of Defense or the Deputy Secretary of Defense and their appointments will be renewed on an annual basis. Board members who are not full-time or permanent part-time Federal employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Those individuals who are full-time or permanent part-time Federal employees shall be appointed as regular government employee (RGE) members, pursuant to 41 C.F.R. § 102-3.130(a).

The Secretary of Defense or the Deputy Secretary of Defense may approve Board members for a term of service of one-to-four years; however, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.



Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

The Secretary of the Army, pursuant to DoD policies and procedures, may appoint, as deemed necessary, non-voting consultants to provide special expertise to the Board. These experts and consultants, if not full-time or part-time government employees, shall be appointed, pursuant to 5 U.S.C. § 3109, to serve as SGE members, shall be appointed on an intermittent basis to work specific Board-related efforts, shall have no voting rights whatsoever on the Board or any of its subcommittees, shall not participate in the Board's deliberations, and shall not count toward the Board's total membership. All experts and consultants shall serve terms of appointments as determined by the Secretary of the Army, and those appointments shall be renewed, as appropriate.

With the exception of reimbursement for official Board-related travel and per diem, no member of the Board will receive compensation for their service. Compensation for non-voting consultants, if required, will be done according to existing statutes, Federal regulations, and DoD policy.

13. Subcommittees: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the DoD Sponsor.

Such subcommittees shall not work independently of the Board and shall report all of their recommendations and advice solely to the Board for full and open deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No subcommittee or its members can update or report, verbally or in writing, on behalf of the Board, directly to the DoD or to any Federal officer or employee.

The Board shall include up to four permanent subcommittees, consistent with its mission and established Federal and DoD policies and procedures. The requisite qualifications and points of views for subcommittee members are similar to those required at the parent-level Board members. The four Board subcommittees are: 1) Basic Sciences and Disruptive Technologies; 2) Weapon Systems; 3) C4ISR (i.e., Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance); and 4) Systems Engineering, Integration, and Sustainment. These subcommittees reflect the Army core competency areas recommended by the 2013 Army Science & Technology Core Competency Study briefed to the Secretary of the Army and the Chief of Staff of the United States Army.

The Secretary of Defense or the Deputy Secretary of Defense will appoint subcommittee members to a term of service of one-to-four years, even if the member in question is already a member of the Board. Subcommittee members shall not serve more than two consecutive terms of service unless authorized by the Secretary of Defense or the Deputy Secretary of Defense.

Subcommittee members, if not full-time or part-time government employees, shall be appointed to serve as experts and consultants, pursuant to 5 U.S.C. §3109, and shall serve as SGE members, whose appointments must be renewed by the Secretary of Defense or the Deputy Secretary of Defense, on an annual basis. Subcommittee members who are full-time or permanent part-time Federal employees will serve as RGE members, pursuant to 41 C.F.R. § 102-3.130(a). With the exception of reimbursement for official Board-related travel and per diem, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26, and governing DoD policies and procedures. These records will be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date:



**B**

Membership Balance Plan  
United States Army Science Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the United States Army Science Board ( “the Board”).
2. Mission/Function: The Board, under the provisions of FACA, shall provide independent advice and recommendations to the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Army, on matters relating to the Army’s scientific, technical, manufacturing, acquisition, logistics, and business management functions, as well as other matters as determined by the Secretary of the Army.

The Board is not established to advise on individual DoD or Department of the Army acquisitions, but instead shall be concerned with the pressing and complex issues facing the Department of the Army.

3. Points of View: The Board shall be comprised of not more than 20 members who are eminent authorities in 1 or more of the following disciplines: science, technology, manufacturing, acquisition, logistics, business management functions, and other matters of special interest to the Department of the Army.

Board members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Those who are full-time or permanent part-time Federal employees shall be appointed to serve as regular government employee (RGE) members, pursuant to 41 C.F.R. § 102-3.130(a).

The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board. The Department has found that viewing the complex issues facing the Army through a multidisciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

The Board’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the Board’s Sponsor. In addition, the DoD, unless otherwise instructed by an Act of Congress or Presidential directive, does not use representative members on DoD-established or supported advisory committees.

4. Other Balance Factors: N/A
5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of science, technology, manufacturing, acquisition, logistics, and business management functions. Candidates for appointment are typically selected from academia, industry/business, federally funded research and development corporations (FFRDCs), non-profit organizations, and



Membership Balance Plan  
United States Army Science Board

National Laboratories. Individual appointments are based on the subject matter being reviewed by the Board.

Members are solicited by a formal call for candidates sent by the Board's Executive Director/Designated Federal Officer (DFO) to senior Army leaders, current Board members, technical directors of Service science and technology organizations, and FFRDCs that support the DoD and/or the Army. Recommendations for candidates must include both a current resume and a letter of recommendation. Self-nominations are not accepted. The resulting candidates are rank-ordered by the Board staff according to each candidate's technical credentials, expertise, participation on the Board (for those who have already served one term), and balance across technical specialties and employer category according to paragraph three above.

The DFO then provides the list of candidates to principal advisors to the Secretary of the Army for further review and narrowing the list of potential candidates for consideration by the Secretary of the Army.

During the Secretary of the Army's review, the Secretary strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters anticipated to be reviewed by the Board to achieve expertise in points of view to be represented and functions to be performed in light of anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Army formally nominates the potential candidates to the Secretary of Defense or the Deputy Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to serve on DoD-established or supported advisory committees and subcommittees, unless otherwise directed by statute or presidential directive.

Following approval by the Secretary of Defense or the Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members who are appointed as SGE members.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of members to the Board for one-to-four year terms of service, with annual renewals. However, no member, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Board, to include its subcommittees.

Membership vacancies for the Board and subcommittees will be filled in the same manner as described in the previous seven paragraphs above.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.



Membership Balance Plan  
United States Army Science Board

The Board shall include up to four permanent subcommittees consistent with its mission and established Federal and DoD policies and procedures. The requisite qualifications and points of views for subcommittee members are similar to those required at the parent-level Board members. The four Board subcommittees are: 1) Basic Sciences and Disruptive Technologies; 2) Weapon Systems; 3) C4ISR; and 4) Systems Engineering, Integration, and Sustainment. These subcommittees reflect the Army core competency areas recommended by the 2013 Army Science & Technology Core Competency Study briefed to the Secretary of the Army and the Chief of Staff of the United States Army. Subcommittees shall be comprised of no more than 15 members per subcommittee.

All subcommittee members will be appointed in the same manner as Board members; that is, the Secretary of Defense or the Deputy Secretary of Defense will appoint subcommittee members to a term of service of one-to-four years, even if the member in question is already a member of the Board. Subcommittee members shall not serve more than two consecutive terms of service unless authorized by the Secretary of Defense or the Deputy Secretary of Defense.

Subcommittee members, if not full-time or permanent part-time Federal employees, will be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those subcommittee members who are full-time or permanent part-time Federal employees will be appointed to serve as RGE members, pursuant to 41 C.F.R. § 102-3.130(a). All subcommittee member appointments shall be renewed on an annual basis.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011); the Director of the Office of Science and Technology Policy memorandum of December 17, 2010, concerning scientific integrity; and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared:

C

CHARTER  
UNITED STATES ARMY SCIENCE BOARD

1. Committee's Official Designation: The committee shall be known as the United States Army Science Board (hereafter referred to as "the Board").
2. Authority: The Secretary of Defense, under the provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(d) (agency authority), established the Board.
3. Objectives and Scope of Activities: The Board shall provide independent advice and recommendations on matters relating to the Army's scientific, technical, manufacturing, acquisition, logistics, and business management functions, and other Department of the Army related matters as determined by the Secretary of the Army, as set out in (4) below.
4. Description of Duties: The Board shall provide independent advice and recommendations to the Secretary of Defense; the Secretary of the Army; the Under Secretary of the Army and Department of the Army Chief Management Officer; the Assistant Secretary of the Army for Acquisition, Logistics, and Technology; and as requested, other Army organizations as determined by the Office of the Secretary of the Army.

The Board is not established to advise on individual Department of Defense (DoD) or Department of the Army procurements, but instead shall be concerned with the pressing and complex technology and business management issues facing the Department of the Army in the areas referenced in (3) above.

No matter shall be assigned to the Board for its consideration that would require any Board member to participate personally and substantially in the conduct of any specific procurement or place him or her in the position of acting as a contracting or procurement official.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Secretary of the Army. The Secretary of the Army, pursuant to DoD policy, may act upon the Board's advice and recommendations.
6. Support: The DoD, through the Secretary of the Army, shall provide administrative support services as deemed necessary for the performance of the Board's functions, and shall ensure compliance with the requirement of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b) (hereafter referred to as "the Government in the Sunshine Act"), governing Federal statutes and regulations, and governing DoD policies/procedures.



7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating costs, to include travel and meeting and contract support, are approximately \$2,540,000.00. The estimated annual personnel costs to the DoD are 5.0 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with governing DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all Board and subcommittee meetings for the entire duration of each and every meeting; however, in the absence of the Designated Federal Officer, a properly approved Alternate Designated Federal Officer shall attend the entire duration of the Board or subcommittee meeting.

The Designated Federal Officer, or the Alternate Designated Federal Officer, shall call all of the Board's and subcommittees' meetings; prepare and approve all meeting agendas; adjourn any meeting when the Designated Federal Officer, or the Alternate Designated Federal Officer, determines adjournment to be in the public interest or required by governing regulations or DoD policies/procedures; and chair meetings when directed to do so by the official to whom the Board reports.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Board's Chairperson. The estimated number of Board meetings is four per year.
10. Duration: The need for this advisory function is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Board shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless extended by the Secretary of Defense.
12. Membership and Designation: The Board shall be comprised of no more than 60 members who are eminent authorities in one or more of the following disciplines: science, technology, manufacturing, acquisition, logistics, and business management functions, and other matters of special interest to the Department of the Army.

Board members shall be appointed by the Secretary of Defense and their appointments will be renewed on an annual basis. Board members who are not full-time or permanent part-time Federal employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employees.

The Secretary of Defense may approve Board members for three-year terms of

service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

Appointments normally will be staggered among the Board membership to ensure balance and an orderly turnover of the Board's overall composition on a periodic basis.

The Secretary of the Army shall designate the Board's Chairperson and Vice Chairperson from the total Board membership.

With the exception of travel and per diem for official Board related travel, Board members shall serve without compensation. The Secretary of the Army may authorize compensation for Board members when the circumstances warrant.

Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

13. Subcommittees: The Department, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Board's sponsor.

Such subcommittees shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered Board; nor can any subcommittee or its members update or report directly to the DoD or any Federal officers or employees.

All subcommittee members shall be appointed in the same manner as the Board members; that is, the Secretary of Defense shall appoint subcommittee members even if the member in question is already a Board member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of three years; however, no member shall serve more than two consecutive terms of service on the subcommittee.

Subcommittee members, if not full-time or part-time government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and shall serve as special government employees, whose appointments must be renewed by the Secretary of Defense on an annual basis. With the exception of travel and per diem for official Board related travel, subcommittee members shall serve without compensation. The Secretary of the Army may authorize compensation for Board members when the circumstances warrant.

All subcommittees operate under the provisions of FACA, the Government in the Sunshine Act, governing Federal statutes and regulations, and governing DoD policies/procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26, and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: May 21, 2012



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**DEPARTMENT OF THE ARMY**  
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY  
105 ARMY PENTAGON  
WASHINGTON DC 20310-0105

31 JAN 2014

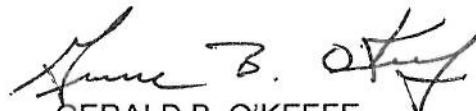
MEMORANDUM THRU Advisory Committee Management Officer for the Department of Defense

FOR Director, Administration and Management, Office of the Secretary of Defense

SUBJECT: Renewal of Charter for the United States Army Science Board

1. Request renewal of the charter for the United States Army Science Board, which expires on 20 May 2014. The Board is a Department of Defense Federal advisory committee sponsored by the Secretary of the Army. Recommend approval to continue the Board.
2. The proposed charter and membership balance plan for the Board are enclosed for your consideration. The documents meet the criteria in Department of Defense Instruction 5105.04 (Department of Defense Federal Advisory Committee Management Program).
3. My point of contact for this action is Hok Lim, 703-545-0650 or [hok.lim.civ@mail.mil](mailto:hok.lim.civ@mail.mil).

Encls

  
GERALD B. O'KEEFE

E



## COORDINATION SHEET

United States Army Science Board– Charter Renewal and Membership  
Balance Plan

Advisory Committee Management Officer (ACMO)

FREEMAN.JAMES.  
D.II.1043158844

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FREEMAN.JAMES.D.II.1043158844  
DN: cn=US, ou=U.S. Government,  
ou=DoD, ou=PKI, ou=OSD,  
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DoD-Wide FACA Attorney to DA&M & ACMO

SATSD(WHLO)



POC: Jason Zaborski/Jason.a.zaborski.ctr@mail.mil/703-697-  
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## COORDINATION SHEET

United States Army Science Board— Charter Renewal and Membership  
Balance Plan

Advisory Committee Management Officer (ACMO)

DoD-Wide FACA Attorney to DA&M & ACMO

SATSD(WHLO)

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CROWLEY.EL AINE.C.1454427790  
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ou=DoD, ou=PKI, ou=WHIS,  
cni=CROWLEY.EL AINE.C.14544277  
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Date: 2014.05.15 23:18:16 -0400

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POC: Betty Mosher/Betty.J.Mosher6.ctr@mail.mil/703-697-  
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